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6/24/98

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26 November 1965

MEMORANDUM FOR: Chief, Physical Security Division

SUBJECT : Approval for Travel Orders

25X1A

1. [REDACTED] travel order to [REDACTED] was brought in to me by the front office without having been routed through me.

25X1A

2. This is to reaffirm that all travel orders must be approved by me. Also, on the buckslip with the travel order should be a statement initialed by the Chief of the Division that:

a. The Division will pay for a particular trip, or  
b. Sufficient funds are in the budget to cover the contemplated trip;

c. If neither of the above is the case, a statement concerning the reason for the exception to a. and b. above should be included.

25X1A

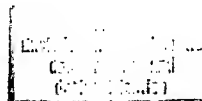
[REDACTED]  
Deputy Director of Security (PTOS)

cc: C/TD  
C/ISD

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OS/DD/PTOS:EMW:jmj (26 Nov 65)